



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 14.15

Subject: Conducting Investigations In A Day Care Or School/Organization Setting

Supersedes: INV 200

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 05/01/01

Revision date:

Application

To All Child Protective Services Case Managers, Team Leaders, Team Coordinators and Regional Administrators

Authority:

TCA 37-1-401-413; 37-1-602; 37-1-604-615; 37-5-106

Policy

The Department of Children's Services is mandated by law to investigate all reports of harm or risk of harm to children by parents, caretakers, including child care providers, babysitters, scout leaders, teacher, tutors, and coaches or any adult charged with the authority and responsibility to provide care, or oversee the activities of children. When facilities licensed by the Department of Human Services (DHS) are involved in a report of abuse or neglect, DCS shares certain investigative tasks with DHS.

Procedures

A. Convene the Child Protective Investigation Team (CPIT) or involve law enforcement

1. If the report involves alleged sexual abuse or other severe abuse, the case manager must convene the CPIT and begin planning and conducting the investigation jointly.
2. If the report appears to involve more than ten children, the case manager may need to handle the investigation as a "large scale investigation" as set forth in DCS policy 14.14, *Child Protective Services Large Scale Investigations*. This decision shall be made jointly with the Child Protective

Investigation Team (CPIT) and the team leader.

3. If the alleged perpetrator is in a position of administrative authority at the facility, the case manager shall immediately consult with the team leader, DCS legal counsel and CPS central office program staff, if necessary, to determine the appropriate course of action.

B. Day care center investigation

1. If the report involves possible abuse or neglect in a day care center, the licensing staff of DHS will be notified.
2. The licensing staff and CPS case manager may review the licensing file for past contacts of relevance to the investigation and a diagram of the agency.
3. DHS licensing staff may accompany the case manager to the interview with the agency director. The licensing staff may use their licensing authority to secure attendance rolls and records and the alleged perpetrator's personnel file. Licensing staff may also assist in monitoring agency activity during the investigation to ensure the safety of all children.
4. The case manager must contact the parents of the alleged victim after receiving the report for the purpose of enlisting their cooperation during the investigation. Parents of children not named in the report may also be contacted for the same purpose.
5. The case manager shall notify the agency director that a CPS investigation will be conducted and provide the identity of the alleged perpetrator.
6. The case manager shall request the agency director to take steps to protect children from further contact with the alleged perpetrator during the investigation. Some options may include:
 - ◆ Giving the employee a work assignment where he or she has no access to children.
 - ◆ Placing the employee on administrative leave until the investigation is complete.
7. The case manager must document in the case recordings the safety plan established and any conversation with the director regarding this matter.
8. If the director chooses not to establish a safety plan, the case manager must inform DHS licensing and consult with the CPS team leader for steps to complete the investigation as soon as possible. If the allegations are indicated, the

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case manager must initiate emergency due process procedures according to DCS policy 14.11, *Child Protective Services Due Process*.

9. The case manager shall conduct a site visit to the location of the alleged abuse and review personnel files of the alleged perpetrator.

**C. School or
recreational
setting
investigation**

1. If the alleged abuse occurred in a school setting or in a recreational/organizational setting, the case manager must interview school personnel or the organization administrator about the referral in person.
2. The case manager must request the administrator to establish a safety plan to protect children from the alleged perpetrator during the investigation.
3. If an immediate threat to the child exists, the case manager must expedite the investigation so that the point can be reached quickly at which DCS can legally take steps to remove the alleged perpetrator from contact with the child.
4. The case manager must seek the following items:
 - a) Access to the personnel file of the alleged perpetrator;
 - b) Access to records on the child;
 - c) Information about the alleged perpetrator's access to the child;
 - d) Any relevant history of the alleged perpetrator or child; and
 - e) Information about the daily routine of the school or organization.
5. The case manager must gather information from secondary sources, such as medical, school or police records, and records from other agencies involved with the family.

**D. Investigative
information to be
gathered**

The case manager shall attempt to obtain the following information from the agency director and from personal observation through a site visit to the facility:

1. Personnel file of the alleged perpetrator;
2. Information about the alleged perpetrator's access to the child/children;
3. Length of employment or volunteer service of the alleged

perpetrator at the facility;

4. Work history, including any disciplinary actions;
5. Information about the facility's daily routine;
6. Observation of physical layout of facility as it relates to the allegations;
7. Diagram of the facility;
8. Names of other caregivers who have contact with the child/children;
9. Names of other persons for collateral interviews;
10. Length of time child/children have been in attendance at the facility;
11. Records of the child/children or family;
12. Parents' observations regarding child's experience at the facility and its staff and volunteers, including any change in the child's behavior.

E. Investigative activities

Refer to DCS policy 14.5, *Investigation of Alleged Child Abuse and Neglect*, for the appropriate investigative activities.

Forms

None

Collateral Documents

None

Standards

None